



**DEPARTMENT OF CORRECTIONS**  
**IET - INTERNAL EXCHANGE TRANSACTION**  
**NON-INVENTORY ITEMS**



**FOR USE ONLY BY THE DEPARTMENT OF CORRECTIONS CREDIT CARD HOLDERS**

<p>(please print)  <b>NAME:</b> _____</p>		<p><b>ORDER DATE:</b> _____</p> <p><b>LAST 4 DIGITS OF PCARD:</b> _____</p>		
<p><b>REQUESTING DEPARTMENT:</b> _____</p> <p><b>TELEPHONE:</b> _____</p> <p><b>EMAIL ADDRESS:</b> _____</p> <p><b>Customer Number:</b> _____</p>		<p><b>Email Orders To:</b></p> <p><a href="mailto:MSI_Order_Entry@michigan.gov">MSI_Order_Entry@michigan.gov</a></p> <p><b>MSI Order Entry Phone:</b> (517) 335-1125</p> <p><b>Fax Orders To:</b> (517) 335-2059</p>		
<p><b>BILL TO:</b></p>		<p><b>SHIP TO:</b></p>		
<b>ITEM</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
<p><b>SPECIFICATIONS:</b></p>				
<b>GRAND TOTAL:</b>				
<p><b>SIGMA Accounts Payable IET Information:</b></p> <p><b>IET Header</b></p> <p><b>1st Party Information (CORRECTIONS):</b>  SOM472000 - 090 <b>Exchange Details</b></p> <p>Event Type: IN04     Accounting  Template:             Dept. Object:</p>		<p><b>MSI SIGMA ACCOUNTING INFORMATION:</b></p> <p><b>2nd PARTY ACCOUNTING</b> <a href="#">SOM472001 - 980</a></p> <p>Accounting Template: 472MSISALESREVENUE  Line Description: Customer and Invoice Number  Dept. Revenue: 900</p>		
<p><b>PLEASE NOTE:</b> Orders less than \$100 will be charged a \$10.00 freight fee and added to the invoice.</p>				

**FILL OUT ALL FIELDS ABOVE**

**FORM#: CAO-950**

<b>Michigan Department of Corrections</b> <b>Internal Exchange Transaction (IET) Process</b> <b>for MSI Purchases</b>	<b>Issued: 7/30/2019</b> <b>Effective: 8/1/2019</b> <b>Revised: 8/8/2019</b>
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Effective 8/1/2019, MDOC will no longer use Pcard for MSI purchases. This change is due to the additional expenses incurred by MSI to provide this service.

In order to maintain the convenience of Pcard purchasing, MDOC will replace Pcard purchases with Internal Exchange Transaction (IET) purchasing Process.

### **Requirements for IET Purchases**

- Only current Pcard holders are eligible to make IET purchases.
- Items not allowed to purchase with IET:
  - Warehouse Inventory items (warehouse stock)
  - Optical / eyewear
  - Dental / dentures
- \$2,500 transaction limit (same as Pcard).
- Purchase should be received in the same fiscal year that it is ordered.
- If it is known at the time of ordering, that the order will not be received by 9/30 of the current fiscal year, then the order must be on a POI.
- No IET Purchases during the month of September.
- All September MSI purchases must be on a POI.

### **Ordering Process**

- Pcard Holder:
  - Places order with MSI. Pcard holder status will be validated by providing cardholder's name and last 4 digits of the Pcard.
  - Records order on the monthly MSI IET Purchase Log including sales order number.
  - When order is received, enters received date on IET log and attaches documentation including order verification and packing slips.
  - At the end of the month, forwards log with attached packing slips to Pcard supervisor for approval.
  - Retains a copy of IET log and documentation.
  - If there are orders logged in a previous month that are still open, resubmit a copy of that log with attached documentation at the end of the month which the items are received.
  
- Pcard Supervisor:
  - Signs and dates IET log to approve purchases.
  - Forwards log and documentation to the Regional Business Office or Central Office Accounting Office for payment processing by the end of the month.

**Michigan Department of Corrections  
Internal Exchange Transaction (IET) Process  
for MSI Purchases**

Issued: 7/30/2019

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- MSI:
  - Verifies purchaser is a valid Pcard holder.
  - Receives order and issues sales order number.
  - Emails order verification to the cardholder.
  - Issues invoice after items are shipped.

**Payment Process**

- Regional Business Office / Central Office Accounting Office:
  - Receives MSI invoices and matches to Cardholder’s IET log and documentation.
  - Creates one IET for each cardholder’s IET log.
  - The IET should be entered as instructed below, with a separate accounting line for each invoice to ensure MSI can identify the invoice is being paid.
    - *If possible, process IET payment before month end cutoff.*

<b>Header</b>	Initiator	Receiver / Buyer
	Document Description	MSI IET – Location – Cardholder Name - Period
<b>Exchange Details</b>	<i>Create one line for each order</i>	
	Event Type	IN04
	Accounting Template	Per cardholder log
	Vendor ID (2 <sup>nd</sup> Party)	SOM472001
	Dept Object	Per cardholder log
<b>2<sup>nd</sup> Party Accounting</b>	<i>Create one line for each invoice</i>	
	Event Type	IN04
	Accounting Template	472MSISALESREVENUE
	Line Description	Customer # and Invoice #
	Line Amount	Invoice Amount

**Fiscal Year End**

- **Date TBD by MDOC Procurement:** Cardholder must review logs for outstanding IET orders and notify Central Office or the Regional Business Office of outstanding orders, so a POI can be created to encumber the funds.
- Additional FYE Processes TBD.

